

**Cornwall Archaeological Society**  
**Fieldwork and Research Strategy and Guidance 2008 – 2013**

This strategy has been created as guidance for continuing the development of fieldwork and research of the society. It can be also be used by applicants applying to the Society for support and/or funding. All funding for all projects will be assessed against this core strategy.

All proposals for fieldwork projects to be undertaken under the auspices of, or with support from, Cornwall Archaeological Society will be discussed in the first instance, if timing allows by the Excavation or appropriate sub-committee of the Society. The sub-committee will assess projects in the light of the criteria stated in this document and will, on the basis of that assessment, make recommendations to the General Committee of the Society, which the Committee will consider in coming to a decision.

All applications to the Cornwall Archaeological Society should be accompanied by a project design (template available on [www.cornisharchaeology.org.uk](http://www.cornisharchaeology.org.uk)), which includes the following headings:

**Part 1: Strategy**

(Note for applicants: All project designs must identify regional research aims and make it clear how the project will contribute to them).

**Research Objectives**

1. Projects will fall within the objectives of the Society which

*'Shall be to undertake and foster archaeological research in Cornwall (including the Isles of Scilly) and to disseminate knowledge of Cornish Archaeology by publication or other means.'*

2. Projects will fall within the English Heritage Research Strategy 2005–2010 ([www.english-heritage.org.uk/](http://www.english-heritage.org.uk/)). The relevant EH research topics should be named in the project design and their relevance to the project stated.

3. Projects will fall within the research agenda of the South West Archaeological Regional Framework (SWARF) ([www.somerset.gov.uk/somerset/cultureheritage/heritage/swarf/](http://www.somerset.gov.uk/somerset/cultureheritage/heritage/swarf/)).

The relevant SWARF research topics should be named in the project design and their relevance to the project stated.

4. Projects should comply with best archaeological practice. The applicant(s) should ensure that the relevant codes, guidelines, policies and standards are cited and adhered to, including those produced by English Heritage ([www.english-heritage.org.uk/](http://www.english-heritage.org.uk/)), and the Institute of Field Archaeologists ([www.archaeologists.net](http://www.archaeologists.net)).

5. Projects should promote the study of archaeology in Cornwall.

**Part 2: Guidance**

(Note for applicants: All project designs must ensure that they can be shown to adhere to professional standards and practices).

**Procedures**

## **Consultation**

6. Projects should, where appropriate, show evidence of consultation with relevant officers at Historic Environment Service, Cornwall County Council ([www.cornwall.gov.uk](http://www.cornwall.gov.uk)), or any successor body.
7. Proposals for fieldwork on Scheduled Monuments must be accompanied by proof of prior consultation with appropriate English Heritage officers and a draft application for Scheduled Monument Consent (SMC) from DCMS. No fieldwork is to be undertaken on Scheduled Monuments without SMC. The appropriate licences should accompany fieldwork projects on National Trust Land.
8. Proper permissions should be obtained from the landowner and the tenant, and agreement made as the deposition of finds and archives with appropriate title.
9. Projects will deal sensitively with landowners be they organisations such as Cornwall County Council, the National Trust, the Duchy of Cornwall or English Heritage and individuals landowners and tenants.

## **Organisation**

10. For CAS projects a Director will be appointed by and co-opted onto the Committee of the Society for the duration of the project. The President and Secretary of the Society will attend excavation meetings when possible. Where grants are made to outside bodies, there should be a nominated individual/s who will take responsibility for seeing the project through to publication.

All projects should be directed by an appropriately qualified individual or individuals, who will undertake to follow best current practice in terms of fieldwork, post-fieldwork processes, health and safety and risk avoidance.

## **Membership involvement and Training for Society Projects**

11. For Society Projects, members will be given the opportunity to be involved in all projects as volunteers.
12. Projects funded by the Society should provide the capacity for the training and/or participation of the Society's membership or demonstrate why it is not possible to do so.
13. The range of training and number of places available to Society members should be specified in the project design.

## **Membership involvement and Training for Non Society Projects**

14. For non Society Projects, project designs should make clear what opportunities will be given to members to participate or visit the fieldwork sites. They should also make clear how the Society's contribution to the project would be acknowledged.

## **Partnership**

15. Projects fostering partnership with other heritage organisations, research institutions and local groups will be encouraged.

## **Project Funding**

16. Society Projects: the sub-committee will be encouraged to seek additional support through grants and/or fundraising and/or help in kind.

17. Outside applicants should itemise all additional sources of project funding applied for and the amounts received (research councils, bequests, etc).
18. All project designs should be supported by an up to date breakdown of costs for the fieldwork and outline costs for post excavation work. Project budgets must demonstrate that they include adequate funding for a range of post-excavation assessments and specialist reports, which are fully, appropriate to the proposed project (for example, radiocarbon dating, environmental and macrofossil analysis, etc).
19. On completion of the fieldwork, a revised estimate should be produced. Specialists should only be named where current estimates have been obtained.

### **Publicity and outreach**

20. All projects will be publicised in an appropriate manner to enhance the reputation of the Society and provide the maximum outreach that is possible/practicable to the wider community.

### **Health and safety**

21. All project designs should also be accompanied by the relevant health and safety documentation, as well as a risk assessment.

### **Insurance**

22. All organisers should carry appropriate insurance.

### **Project standards**

#### **Excavation methodology**

23. The project design should include a method statement covering the excavation and on-site recording standards. This should include proposals for the extent of the project, as well as the field techniques and sampling strategies. All project proposals should also include a statement concerning arrangements for re-instatement after excavation.

#### **Finds processing**

24. Finds processing will be carried out in accordance with the system developed by the Royal Institution of Cornwall Conservator.

(see [www.royalcornwallmuseum.org.uk/adviceandpolicies](http://www.royalcornwallmuseum.org.uk/adviceandpolicies)

and [www.cornisharchaeology.org.uk](http://www.cornisharchaeology.org.uk))

#### **Metal detecting**

25. Projects using metal detectors will abide by the Code of Practice for Responsible Metal Detecting in England and Wales (DCMS, 2006).

#### **Treasure**

26. Projects will abide by The Treasure Act (DCMS, March 2003).

#### **Environmental sampling**

27. Strategies for appropriate levels of onsite environmental sampling should be identified in the project design.

### **Post excavation assessment and analyses**

28. The project design should include a statement on the range of finds and environmental samples that are likely to be recovered from the excavations. This should include a section on how they will be dealt with during the post excavation stages (assessment and analyses).
29. Post-excavation tasks should be reviewed and updated in a revised project design for post excavation.

### **Publication**

30. All projects will be published in an academic journal within 5 years of the completion of the fieldwork. *Cornish Archaeology* should receive the first option to publish, unless an alternative arrangement is agreed in advance.

### **Deposition of archaeological archives**

31. Fieldwork documentary and finds archives will be deposited with the Royal Institution of Cornwall in accordance with the Deposition Guidelines of the Royal Institution of Cornwall ([www.royalcornwallmuseum.org.uk/adviceandpolicies](http://www.royalcornwallmuseum.org.uk/adviceandpolicies)).
32. Acquisition of archives by the Royal Institution of Cornwall is guided by the collections management policies ([www.royalcornwallmuseum.org.uk/adviceandpolicies](http://www.royalcornwallmuseum.org.uk/adviceandpolicies)).

### **References**

- Department of Culture, Media and Sport (Undated) *Code of practice for Responsible Metal Detecting in England and Wales*
- Department of Culture, Media and Sport (March 2003) *The Treasure Act: Information for finds of Treasure (England and Wales)*
- English Heritage *Discovering the Past, Shaping the Future: Research Strategy 2005-2010*
- English Heritage *Research Agenda: An Introduction to English Heritage's Research Themes and Programmes*
- Royal Cornwall Museum (2006) Royal Institution of Cornwall *Conditions of Acceptance of Archaeological Archives*
- SWARF *The draft Research Agenda - Final(ish) version*
- SWARF *South West Archaeological Research Framework - Strategy Phase*
- SWARF *The Resource Assessment and Research Agenda - final(ish) version*
- Royal Cornwall Museum (2006) Royal Institution of Cornwall *Conditions of Acceptance of Archaeological Archives*

3<sup>rd</sup> June 2008